



Government of India
Ministry of Communication
Department of Telecommunications
O/o Addl. Director General - Telecom, HP LSA
Telephone Exchange Building, Chotta Shimla, Shimla-171002
O: 0177-2620626

File No.:2076/HPLSA/2021-22/CONSULTANT/21

Dated: 20-03-2025

NOTIFICATION

Subject: Engagement of Consultants against the vacant posts of ADs/JTOs on temporary contract basis in the office of Addl. DG-T, HP LSA, Shimla.

Himachal Pradesh License Service Area (LSA), Shimla, Department of Telecommunications, Ministry of Communications proposes to engage **Consultants in Group 'B' level 8/level 7 against the vacant posts** on purely temporary and on contract basis, for an initial period of six months which can be extended further up to a maximum of six terms (six month each) or till attainment of sixty-five years of age or till regular manpower is posted, whichever is earlier, based on performance and requirement of this office. Details of the consultants to be engaged at Level8/Level7 is as under:

Sl.No.	Name of the post	No of posts	Cadre	Level
1	Consultant (AD level)	01	Group B - (AD)	Level 8 of 7 th CPC
2	Consultant (JTO Level)	01	Group B - (JTO)	Level 7 of 7 th CPC

2. The details of terms & conditions of engagement are given below.

S. No.	Terms and Conditions	Details
1	Nature of Duties	<ul style="list-style-type: none">a) Service Compliance- CAF Audit, EMR Audit, Service Testing, Roll out obligation etc.b) Technology- Secured dedicated communication network, Time Synchronization of Telecom Networks, Disaster Technology Management, interconnect exchange, Inspections of Licensing Network, Advocacy & Public awareness etc.c) Security-Curbing illegal activities/Control over clandestine/illegal operation of telecom networks, Analysis of CDR/SDR, and other security activities assigned from time to time.d) Rural- Rural Connectivity for DBT, verification of USO sites, RF coverage testing/telecom connectivity checking etc.e) Admin, Legal, PG & Vigilance-Admin, Public Grievances, Building works, Tendering, Vigilance, Parliament Questions, Court cases & Miscellaneous activities related to general administration etc.

2	Period of engagement	Initial contract would be for a period of 6 months which is extendable further up to a maximum of six terms of six months each or till attainment of sixty-five years of age or till regular manpower is posted, whichever is earlier based on performance and requirement of this office.
3	Eligibility	<ul style="list-style-type: none"> a) For consultant at JTO (Group B)-Retired from CDA Scale or equivalent with Minimum substantive grade of Level 7 of the 7th CPC or equivalent IDA scale or holding analogous post or above. b) For consultant at AD level (Group B)-Retired from CDA scale or equivalent with Minimum substantive grade of Level 8 of the 7th CPC or equivalent IDA Scale or holding analogous post or above. c) Age of the applicant shall not exceed 63 years as on last date of application.
4	Desirable Qualifications	<ul style="list-style-type: none"> a) Computer Literacy: Knowledge of MS Office applications will be given due weightage while shortlisting the candidate. b) Working proficiency in Hindi in the office works.
5	Remuneration, Allowances and Leave	<ul style="list-style-type: none"> a) The remuneration shall be regulated in accordance with (i) DoT Integrated Finance Division Letter no. 03-10/2014-SEA-I/Fin dated 29-03-2022 in respect of retirees from PSUs (ii) DoT HQ letter no 1-3(01)/2021-PAT dated 08/02/2021 in respect of retirees from central govt. and any other circulars/orders issued/amended by Government from time to time. b) There will be no annual increment/percentage increase during the contract period. The amount of remuneration so fixed shall remain unchanged for the term of contract. c) The income tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment or remuneration. d) No DA (Dearness Allowance) shall be allowed during the period of the contract. e) No Accommodation or HRA will be provided by the Department. f) An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount, so fixed, shall remain unchanged during the term of appointment. g) No TA/DA is admissible for joining the assignment or on its completion. The contract employee will be allowed TA/DA on official tour, if any, as per the DoT Letter No. 3-10/2014-SEA-I/Fin dated 29-03-2022 or DoT HQ letter no 1-3(01)/2021-PAT dated 08/02/2021 and DoT Letter no. 9-08/2019-20/Fin(Pt) dated 16.06.2023, as applicable and as amended by Govt. from time to time. All referred letter are placed as Annex C. h) Apart from the remuneration mentioned above, the consultant shall not be entitled for any other allowances. They shall also not be entitled to telephone facilities, CGHS, Medical reimbursement, transport

		<p>facilities, staff car and residential accommodation from Central Government pool etc.</p> <p>i) Paid leave 1.5 days for each completed month of service shall be allowed during the contract period. Accumulation of leave beyond six months shall not be allowed.</p>
7	Accident, injury etc. During the period of engagement	O/o Addl. DG-T, HP LSA, Shimla shall not be responsible for any loss, accident, damage, injury suffered by the contract employees whatsoever arising in or out of the execution of his/her work including travel.
	Income Tax	Income tax or any other tax liable to be deducted as per prevailing rules will be deducted at source before effecting the payment for which the department will issue TDS certificate.
8	Confidentiality of data and documents	The data collected/produced as well as deliverables produced for the O/o Addl. DG-T, HP LSA, Shimla shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment from the O/o Addl. DG-T, HP LSA, Shimla, without express written consent of this office. The consultants are bound to hand over the entire set of records of assignments to this office before the expiry of the contract and before the final payments are released by this office. Non-disclosure undertaking in the prescribed format attached as has to be signed at the time of joining. Non-Disclosure Undertaking as placed as Annex-B .
9	Conflict of interest	The consultants engaged shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.
10	Closing date for submitting applications	Up to 17:00 hrs. of 30-04-2025.
11	Selection procedure	<p>A committee shall be constituted to draw up a panel of suitable candidates by scrutiny of the applications received and online/telephonic interview of the applicants for assessing knowledge about functional requirements & willingness to work. The panel will be valid normally for one year. Selection of the consultants will be from this panel, and the decision of the Head of LSA in the matter of selection of consultants shall be final and binding upon the applicants. The candidates at each level in order of merit from this panel will be offered the engagement as consultants for HP LSA to the extent of vacancies. In case of refusal of the offer next candidate in the panel will be offered the engagement.</p> <p>No correspondence will be entertained after completion of selection process.</p>
13	Termination of Contract	The engagement of retired personnel in short term contract basis can be terminated by either of the party with prior notice of 30 days.

14	Special conditions	The consultant may have to perform outdoor duties all over HP LSA jurisdiction as per requirement.
15	How to apply	Applicant has to apply in the format enclosed as Annexure A
16	Application to be forwarded to	AD (Admin), O/o Addl. DG-T, HP LSA, DoT, Telephone Exchange Building, Boundary Estate , 2 nd Floor Chhota Shimla, Shimla (Himachal Pradesh)- 171002. Mail id: ada.hp-dgt-dot@gov.in

3. Application form for the post of consultant on contract basis is enclosed as **Annexure-A**. **Last date for submission of application is 17:00 Hrs on 30th April 2025**. Applications received after due date will not be considered.
4. If any declaration given or information furnished by applicant proves false or if the applicant is found to have willfully surpassed any material information at any point of time, the application will be outrightly rejected/engagement as consultant shall be terminated and also such other action as the Government may deem necessary will be taken.
5. The above said engagement is purely on temporary and on contract basis. The selected candidates will be governed by the provisions of the guidelines for engagement of consultants in DoT as amended from time to time.
6. Addl. DG-T, HP LSA, Shimla reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons, whatsoever.

Rajendra Kumar
 20/03/2025
 Director (Admin & HR)
 O/o Addl. DG-T, HP LSA
 Shimla -171002

Encl: As stated above.

Copy to:

1. Director General Telecom, DoT HQ, New Delhi.
2. DDG (Estt.) / Director (Estt.), DoT HQ, New Delhi.
3. Director (IT), DOT HQ, New Delhi with a request to publish on DOT website under 'Vacancies'.
4. GM (Pers.), BSNL Corporate Office, BSNL, Janpath, New Delhi.
5. GM (Pers.), MTNL Corporate Office, CGO Complex, New Delhi.
6. CGMT, Himachal Circle, BSNL.
7. Notice Board.
8. Office Copy.

Annexure-A

APPLICATION FORMAT FOR THE POST OF CONSULTANT

1. Name:
2. Father's name:
3. Present Residential Address:
4. Aadhaar Number:
5. Date of Birth (DD/MM/YYYY):
6. E-mail address and telephone number:
7. Date of entry into Government Service:
8. Date of retirement:
9. Scale of Pay, Basic pay and Designation at the time of retirement:
(Along with proof)
10. Basic Pension Drawn as on 30-06-2023:
11. Educational Qualification (Please attach a copy of self-attested certificate):
12. Brief particulars of service with nature of duties performed for the last 10 years prior to retirement:

Recent
Passport size
photograph
(Self-attested)

S. No.	Name of Ministry/Dept./ PSU	Period (DD/MM/YYYY)		Post Held	Nature of work done
		From	To		

13. Brief particulars of service with nature of duties performed after retirement, if any, till date:

S. No.	Name of Ministry/Dept./ PSU	Period (DD/MM/YYYY)		Post Held	Nature of work done
		From	To		

14. Knowledge of Computer

MS Word	
MS Excel	
Any other (Please specify)	

15. Additional information, if any, in support of your suitability for the post.

The candidate has to submit a detailed resume on his experience, works handled relative to Telecom sector activities, and other official functions (Not more than 2 pages)

The following documents must be attached with the application.

- 1) LPC of last month of service
- 2) Latest three months pension amount details (Bank/Postal statement of Pension/ Saving account)
- 3) PPO (Pension Payment Order) No. (Copy of self- attested PPO)
- 4) Copy of Relieving/Retirement order at the time of superannuation.

DECLARATION

This is to certify that no disciplinary proceedings/criminal proceedings are pending against me on the date of application and the information given above is true to the best of my knowledge and belief. The Supporting documents in original would be made available on demand. In addition, I, unequivocally and unconditionally, accept all the terms & conditions of engagement as consultant in the O/o Addl. DG-T, HP LSA, DoT.

Yours faithfully

Date:

Signature:

Place:

Full Name:

NON-DISCLOSURE UNERTAKING

To,

Additional Director General (Telecom)
Department of Telecommunications
Himachal Pradesh LSA, Shimla -171002

Sir,

I hereby undertake to

-treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

-not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.

to hold such confidential information in trust and confidence both during the after the terms of engagement.

not to engage in any other employment/occupation/consultancy or any other activity during my engagement with the O/o Addl. DG Telecom, DoT, HP LSA, Shimla which would otherwise conflict with my obligations towards O/o Addl. DG Telecom, DoT, HP LSA, Shimla

-to abide by data security policy and related guidelines issued by Department of Telecommunications.

shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

2. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the O/o Addl. DG Telecom, DoT, HP LSA, Shimla any records/material/equipment, documents or data which is of confidential nature.

3. I shall keep O/o Addl. DG Telecom, DoT, HP LSA, Shimla informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Sign): _____

Name: _____

Address: _____

Dated: _____

Contact No. _____

Fife No.1-3(01)/2021-PAT

भारत सरकार/Government of India
संचार मंत्रालय/Ministry of Communications
दूरसंचार विभाग/Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road
New Delhi - 110001

Dated: 08/02/2021

CIRCULAR No. 154

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees

The undersigned is directed to forward herewith a copy of Department of Expenditure OM No. 3-25/2020-E.IIIA dated 09.12.2020 on the subject cited above for information and necessary action.

Encl: As above

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(SC Karol)
Director (Estt.)
Phone: 2303 6500

Copy to:

1. PPS to Secretary (Telecom)
2. PPS to Member (T)/ Member (S)/Member (F)
3. Director General Telecom/ CGCA
4. All Advisors/ Sr. DDG (TEC)/(NTIPRIT)/(NCCS)
5. All Heads of LSAs/ CCAs .
6. CMD, BSNL/ MTNL/ TCIL/ BBNL
- 7 Executive Director, C-DoT/ Dir. WMO, New Delhi
8. Director (Staff)/ Director (SEA)/ Director (Civil), DoT HQ
9. Director (IT), DoT for posting this circular on the web-site of DoT
10. Dy. Secretary (Admin-I)/ (Admin-II)/ (Admin-III) & (Admin-IV), DoT
11. PAO, and all the concerned Sections, DoT, New Delhi
12. SO (Pay Bill), DoT, HQ, Sanchar Bhawan

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F. No. 3-25/2020-E.IIIA
Government of India
Ministry of Finance
Department of Expenditure

Dated the 9th December, 2020

Office Memorandum

Subject: Regulation of Remuneration in case of Contract Appointment of Retired Central Government Employees.

The undersigned is directed to say that Ministries/Departments appoint retired Central Government employees on contract basis, including as consultants on contract basis. However, at present there are no uniform guidelines for regulation of remuneration in such cases.

2. The existing instructions of Department of Personnel and Training, as contained in their Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended from time to time; provide for regulation of pay in case of re-employment. However, the instructions of Department of Personnel & Training as contained in their OM No. 26012/6/2002- Estt (A) dated 9.12.2002 provides that re-employment beyond the age of superannuation of 60 years shall not be permissible. Also, as per their OM No. 3(3)/2016-Estt (Pay II) dated 1.5.2017, the pay plus gross pension on re-employment is not to exceed Rs.2,25,000/-, i.e. Pay Level 17 as applicable to an officer of the level of Secretary to the Government of India.
3. Aforementioned instructions of Department of Personnel & Training on pay fixation in case of re-employment apply only to persons appointed on re-employment. These are not applicable to persons employed on contract basis except where the contract provides otherwise. Accordingly, in cases of appointment of retired Central Government employees on contract basis after the age of superannuation at 60 years, the instructions on pay fixation on re-employment will not directly apply.
4. Department of Personnel & Training has also informed that they are in the process of drafting a Note for Committee of Secretaries (CoS) regarding guidelines for engagement of retired Government servants as Consultant in Government Ministries and Department. In view of this, ⁱⁱ Department of Personnel and Training finalizes their guidelines, there is a need to regulate remuneration in such cases of contract appointment of retired Central Government employees on a uniform basis. The matter has, therefore, been considered and it has been decided that regulation of remuneration in case of appointment of retired Central Government employees on contract basis, including as consultants, shall be regulated as provided hereinafter.

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5. At the outset, such appointments shall not be made as a matter of practice and must be kept at a bare minimum. Such appointments may be made only in the justified exigencies of the official work where public interest is served by appointment of the retired employee. While making such appointments, adequate functional necessity with clear grounds must be placed before the appointing authority.

6. Remuneration

6.1 A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period.

Example

An employee retired in the Pay Level 13 and the pay at the time of retirement was Rs. 1,55,900. Thus, the basic pension will be Rs. 77,950. If the employee is appointed on contract basis, including as consultant, the remuneration shall be fixed at Rs.77,950 (1,55,900-77950).

6.2 The basic pension to be deducted from the last pay drawn shall be the pension as fixed at the time of retirement and as such, if the employee has availed of the commuted value of pension, the commuted portion of pension shall also be included in the portion of pension to be deducted. Thus, in the above example, if 40% of pension was commuted, the commuted portion shall be Rs. 31,180 (40% of 77,950) and the pension actually drawn shall be Rs. 46,770. However, the amount of pension to be deducted from the last salary shall be Rs 77,950.

6.3 No Increment and Dearness Allowance shall be allowed during the term of the contract.

7. Allowances

7.1 House Rent Allowances

No HRA shall be admissible.

7.2 Transport Allowance,

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.



7.3 leave of absence

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8 Term of Appointment

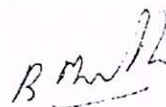
8.1 The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

8.2 The consultant shall sign an agreement of confidentiality with the Government of India containing a clause on Ethics and Integrity.

9. Exemptions

The terms of appointment provided for in these orders shall not apply to cases and to the extent where the Appointments Committee of Cabinet has allowed special terms OR where special provisions have been allowed with the approval of the Department of Personnel & Training OR Department of Expenditure.

10. These orders shall apply to appointments made in the Central Government and shall be effective from the date of issue of the orders. until further orders or until instructions are issued by DoPT regulating remuneration of retired Government employees on their engagement as consultants. The past cases shall not be reopened in the light of these orders until the normal term of those past cases. Any relaxation of the above will be required to be referred to Department of Expenditure.



(B.K.Manthan)
Deputy Secretary

To,

All the Ministries and Departments of the Government of India as per the standard list.

No.3-10/2014-SEA-I/Fin.
Government of India
Ministry of Communications
Department of Telecommunications
(Integrated Finance Division)

New Delhi, dated 29 March, 2022

Subject: Engagement of retired PSU's employees on contract basis in DoT-Fixation or remuneration thereof.

Reference is invited to this division letter of even number dated 22.12.2021 on the subject matter. The matter of fixation of remuneration in respect of PS Us retirees engaged on contract basis in DoT has been consulted with Ministry of Finance, Department of Expenditure who have now provided the following clarification -

- (a) To arrive at the remuneration, concerned division office may ascertain equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis. Then the notional pay of such post in Central Government may be arrived at by taking the mean of Cell-I and Cell-IO of the corresponding Pay level of such post. The sum so arrived may be treated as last basic pay and 50% of such basic pay may be allowed as remuneration. The other terms & conditions and allowances shall be decided as per DoE's instructions vide OM No. 3-25/2020-E.IIIA dated 09.12.2020.
- (b) No increment and Dearness Allowance (DA) shall be allowed during the term of the contract. Transport Allowance and leave may be in accordance with DoE OM No. 3-25/2020-E.IIIA dated 09.12.2020.

2. The concerned head of office shall be responsible for ascertaining equivalent level of post in the Central Government at which the retired PSU employee is proposed to be appointed on contract basis.

3. It is clarified that these guidelines shall be applicable only for fixing remuneration of PSU retirees (Direct Recruits, Combined service optees and Pro-rata retirees) and not for Central Government retirees. The engagement of retired Central Govt. employees in the department will continue to be done as per provisions contained in the DoE order No. 3-25/2020-E.IIIA dated 09.12.2020. Further, these instructions shall also not be applicable to BSNL/MTNL VRS 2019 retirees.

Dir (E&T) B/HY
ADG (E&C)
Rao
30/3/2022

Amrta

Page 1 of 2

4. These instructions are issued with concurrence of Member (F) and approval of Secretary (T) and take immediate effect.

(Amanullah Tak)
Director (Finance)
Tel: 011-23036037

To,

1. All Sr.DDsG/DDsG/JWA In DoT HQ.
2. DOG (E&AM) for CGCA & all CCAs.
3. DDG (Estt.) for DG (T) & all ISAs.
4. Heads of TEC, NICF, NTIPRIT

Copy to:

1. Sr.PPS to Secretary (Telecom)
2. Sr.PPS to Member (F)/Member (T)/ Member (S)
3. PPS to AS (T)/Advisor (F)/ WAI/ Administrator USOF
4. PS to DDG (F), DDG (C&A), DoT HQ
5. Spare copy for publishing on DOT's office notice board.

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(Amanullah Tak)
Director (Finance)
Tel: 011-23036037

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108330/2023

No. 9-08/2019-20/Fin(Pt)
Government of India
Ministry of Communications
Department of Telecommunications
(Integrated Finance Division)

New Delhi, dated 16 th June, 2023

Subject: Engagement of retired PSU's employees on contract basis in
DoT— Fixation of remuneration thereof.

Reference is invited to DoT OM No.03-10/2014-SEA-I/Fin. dated 29.03.2022, wherein instructions were issued on the aforementioned subject.

In the light of DoT OM No. 19-1/2019(Part)-SU-1 dated 12.05.2023 issued by SU division of DoT, para 3 of ibid IFD OM dated 29.03.2022 is hereby amended and may now be read as under -

"3. It is clarified that these guidelines shall be applicable only for fixing remuneration of PSU retirees (Direct Recruits, Combined service optees and Pro-rata retirees) and not for Central Government retirees. The engagement of retired Central Govt. employees in the department will continue to be done as per provisions contained in the DoE order No. 3-25/2020-E.IIIA dated 09.12.2020."

2. Accordingly, remuneration of PSU retirees engaged on contractual basis in the Department (including BSNL/MTNL VRS 2019 retirees) may be fixed in light of methodology, terms & conditions issued vide DoT OM No. 03-10/2014-SEA-I/Fin. dated 29.03.2022, as amended by this OM.

This issues with the approval of Member (Finance), DCC and is applicable with immediate effect.

Signed by

Amanullah Tak

Date: 16-06-2023 10:10:10

(Amanullah Tak)

Director (Finance)

Tel: 011-23036037

To,

1. All Sr. DDsG/ DDsG/JWA in DoT HQ
2. DDG (E&TF) for CGCA & all CCAs
3. DDG (Estt.) for DG (T), all LSAs & NCCS.
4. Heads of USOF, TEC, NICF, NTIPRIT

Copy to:

1. PSO to Secretary (Telecom)
2. Sr.PPS to Member (F)/Member (T)/ Member (S)
3. PPS to AS (T)/Advisor (F)/ WA/ Administrator USOF
4. PS to DDG (F), DDG(PM) , DDG (C&A), DoT HQ